



ADMINISTRATIVE ASSISTANT FOR CHIEF OF POLICE
City of Battle Creek

The City of Battle Creek is seeking an Administrative Assistant for the Chief of Police to perform moderately difficult and responsible secretarial, typing, and clerical work in a highly confidential setting; independently handle more routine administrative matters; transcribe correspondence, records and reports; handle frequent public contact and other administrative work as required. Qualifications include graduation from high school or GED equivalent including or supplemented by courses in typing and commercial subjects. Three (3) years of experience in responsible executive level work in a fast-paced environment, managing multiple tasks, customers and interruptions is also required. Must possess or be able to obtain a Notary Public within two (2) months. This position also requires considerable knowledge of modern office management, practices and procedures along with skill in word processing, spreadsheets and presentation graphics. The range for this position is \$36,762-\$48,246 plus excellent fringe benefits. Obtain an application either at City of Battle Creek, 10 N. Division, Human Resources Room 215, Battle Creek, MI 49014, or you can find our application in the Human Resources/ Employment Opportunities area on our web site @ www.battlecreekmi.gov. **ALL RESUMES MUST HAVE AN APPLICATION ATTACHED.** Deadline to apply is Monday, August 17, 2015 at 5pm. (EOE)